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## **OnCare Office Version 3.3.3 E8.3**

### **Release Notes – February 28, 2019**

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## 1 TAP/TPD Enrollment Dashboard – Enhancement

To match the count between TAP/TPD enrollment counts and the corresponding list of TAP/TPD families, funding accounts of the family are grouped by the payor as shown below:

Access Path: Family Accounting → Online Tuition Payment

**Online Payment Enrollment**

- Total Active Families: 6
- Total Active Payors: 8
- Total Active Payors Enrolled in TAP: 3
- Total Active Payors Enrolled in TPD: 3
- Total Active Payors Not Enrolled: 2

**TAP Enrolled Families**

[Online Tuition Payment](#) -> View TAP Enrolled Families

No.	Family Acct Key	Parent Name	Child Name	Pymt Type	Parent Type
1	BARTLEY	Alexis Gutierrez	Brown	ACH (100%)	Sponsor
2	ELLEN	Ellen Connolly	Rebecca, Cedric	ACH (0%)	Sponsor
		Ellen Connolly	Rebecca, Cedric	Card (67%)	Sponsor
		Ellen Connolly	Rebecca, Cedric	Card (33%)	Sponsor
3	ELLEN	William Connolly	Rebecca, Cedric	ACH (100%)	Co-Sponsor

**Matching count between the dashboard and family listing page**

**Payor with multiple funding accounts are grouped**

**New: Payment % is added against each funding account**

## 2 Display of TPD Recurring Start Date in Family Record page

Access Path: Family Accounting → Family Record → Edit Family Record

If the TPD Recurring Payment starts in the **future**, then Family - Payment Info section will show the recurring start date additionally.

**Payment Info**

Online Payment TPD-Card (Recurring Weekly on Sunday - start by 06/01/2019)	Online Payment TPD-ACH (Recurring Monthly on 15th - start by 05/15/2019)
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### 3 Provision to configure Week Start Day for Staff Payroll Hours

OnCare has introduced a new configuration to select the Week Start Day for Staff Payroll Hours computation.

Based on the Week Start Day setup, following page and reports will compute the Regular hrs and OT hours for the selected week.

**Page:**

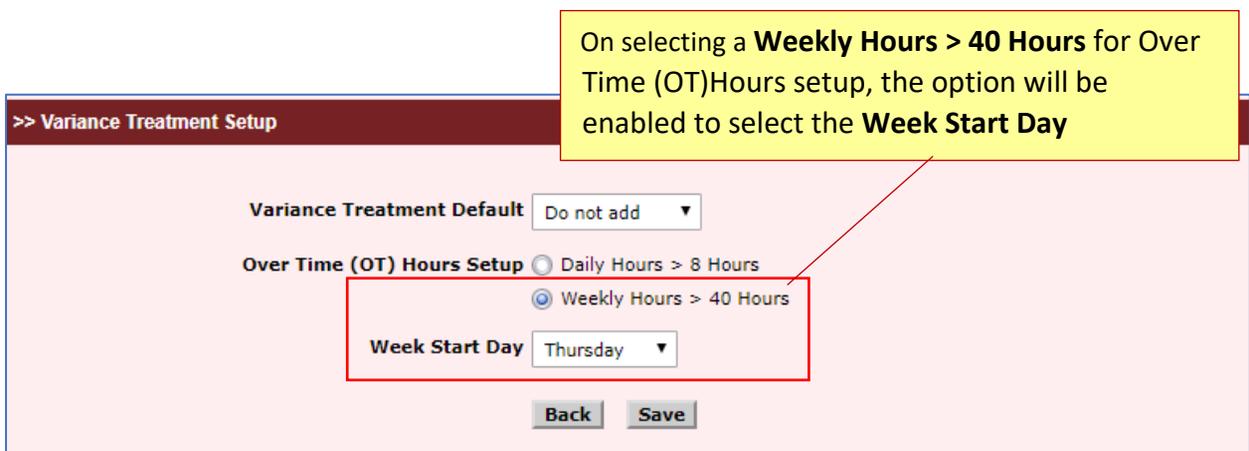
Staff Time Card

**Reports:**

1. Staff Time Sheet
2. Staff Hours Summary Report
3. Export Staff Time sheet Data (Company level report)

**Configuration:**

Access Path: System Administration → Administrative Functions → Staff Record / Time sheet → Payroll Hour Variance Treatment



Depends on the Week Start Day, Staff Time Card page will allow users to select the dates for **From date** as shown below:

Select By  Date Range

From  To

Selected Period 02/07/2019 To 03/06/2019

Note: If the "Edit" and "Del" hyperlinks are disabled (gray), it means that your Company Administrator has locked the staff time card from any additional changes.

Administrator has locked the staff

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Payroll Hrs		Action
									Reg	OT	
1	02/14/2019	Thu	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>

Select By  Date Range

From  To

Selected Period 02/07/2019 To 03/06/2019

Note: If the "Edit" and "Del" hyperlinks are disabled (gray), it means that your Company Administrator has locked the staff time card from any additional changes.

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Payroll Hrs		Action
									Reg	OT	
1	02/14/2019	Thu	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
2	02/15/2019	Fri	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
3	02/16/2019	Sat	07:00 am	03:00 pm	Unassigned	8.00	8.00	N/A	8.00		<a href="#">Edit</a> <a href="#">Del</a>
4	02/18/2019	Mon	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
5	02/19/2019	Tue	07:00 am	04:00 pm	Unassigned	9.00	9.00	8.00	8.00	1.00	<a href="#">Edit</a> <a href="#">Del</a>
<b>(02/14/2019 - 02/20/2019) Weekly Total</b>									<b>40.00</b>	<b>1.00</b>	
6	02/21/2019	Thu	07:00 am	11:00 am	Unassigned	4.00	4.00	8.00	4.00		<a href="#">Edit</a> <a href="#">Del</a>
7	02/25/2019	Mon	05:00 am	05:00 pm	Unassigned	12.00	12.00	N/A	12.00		<a href="#">Edit</a> <a href="#">Del</a>
<b>(02/21/2019 - 02/27/2019) Weekly Total</b>									<b>16.00</b>		
<b>Total Hrs</b>							<b>57.00</b>	<b>40.00</b>	<b>56.00</b>	<b>1.00</b>	

#### 4 Staff - Export Time Sheet Data based on the variance treatment

Now, "Export Time Sheet Data" report will generate the report based on the variance treatment opted at company level.

**New:** Staff Status filter has been introduced pull the records based on the staff status.

Access Path: System Administration → Reports → Staff Management → Export Time Sheet Data

>> Staff TimeSheet Export

Select Date Range From  To

Staff Status

Clicking on **Submit** will generate the report based on the Company -OT Hours Setup as shown in the below **Reports** screen

**Over Time (OT) Hours setup – Weekly Hours > 40 Hours:**

**Application Screen:**

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Payroll Hrs		Action
									Reg	OT	
1	02/14/2019	Thu	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
2	02/15/2019	Fri	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
3	02/16/2019	Sat	07:00 am	03:00 pm	Unassigned	8.00	8.00	N/A	8.00		<a href="#">Edit</a> <a href="#">Del</a>
4	02/18/2019	Mon	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
5	02/19/2019	Tue	07:00 am	04:00 pm	Unassigned	9.00	9.00	8.00	8.00	1.00	<a href="#">Edit</a> <a href="#">Del</a>
<b>(02/14/2019 - 02/20/2019) Weekly Total</b>									<b>40.00</b>	<b>1.00</b>	
6	02/21/2019	Thu	07:00 am	11:00 am	Unassigned	4.00	4.00	8.00	4.00		<a href="#">Edit</a> <a href="#">Del</a>
7	02/25/2019	Mon	05:00 am	05:00 pm	Unassigned	12.00	12.00	N/A	12.00		<a href="#">Edit</a> <a href="#">Del</a>
<b>(02/21/2019 - 02/27/2019) Weekly Total</b>									<b>16.00</b>		
<b>Total Hrs</b>							<b>57.00</b>	<b>40.00</b>	<b>56.00</b>	<b>1.00</b>	

**Report Output:**

CENTER N	CENTER NAM	STAFF ID	SOCIAL SE	STAFF NAME	STAFF STA	PAYROLL	DATE	TIME IN	TIME OUT	REGULAR HRS	OT HRS	WEEKLY REG HRS	WEEKLY OT HRS
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/14/2019	7:00	15:00	8			
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/15/2019	7:00	15:00	8			
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/16/2019	7:00	15:00	8			
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/18/2019	7:00	15:00	8			
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/19/2019	7:00	16:00	8	1	40	1
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/21/2019	7:00	11:00	4			
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/25/2019	5:00	17:00	12			
Boston		34068		"Cyrene Aguirre"	Active	Hourly	2/26/2019	Vacation		2		18	
SandBox		34282		"Marie McWilliams"	Active	Hourly	2/18/2019	9:00	20:00	11			
SandBox		34282		"Marie McWilliams"	Active	Hourly	2/19/2019	Vacation		2			
SandBox		34282		"Marie McWilliams"	Active	Hourly	2/20/2019	8:00	20:00	12		25	
SandBox		34282		"Marie McWilliams"	Active	Hourly	2/24/2019	10:00	20:00	10			
SandBox		34282		"Marie McWilliams"	Active	Hourly	2/24/2019	Vacation		1			
SandBox		34282		"Marie McWilliams"	Active	Hourly	2/26/2019	8:00	17:00	9		20	

*Report – Weekly 40Hrs*

**Over Time (OT) Hours setup – Daily Hours > 8 Hours:**

**Note:** If the company has opted **Daily Hours > 8 Hours** for OT Hours setup, then variance treatment must be applied manually.

**Application Screen:**

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Variance		Payroll Hrs		Action
									Hrs	Treatment	Reg	OT	
1	02/12/2019	Tue	06:00 am	04:00 pm	Unassigned	10.00	10.00	8.00	2.00	<a href="#">Do not add</a>	8.00		<a href="#">Edit</a> <a href="#">Del</a>
2	02/13/2019	Wed	06:00 am	05:00 pm	Unassigned	11.00	11.00	8.00	3.00	<a href="#">Pay hrs &gt; 8 as OT</a>	8.00	3.00	<a href="#">Edit</a> <a href="#">Del</a>
3	02/14/2019	Thu	06:00 am	04:00 pm	Unassigned	10.00	10.00	8.00	2.00	<a href="#">Do not add</a>	8.00		<a href="#">Edit</a> <a href="#">Del</a>
<b>Total Hrs</b>							<b>31.00</b>	<b>24.00</b>	<b>7.00</b>		<b>24.00</b>	<b>3.00</b>	

**Report Output:**

CENTER N	CENTER NAM	STAFF ID	SOCIAL SE	STAFF NAME	STAFF STA	PAYROLL	DATE	TIME IN	TIME OUT	REGULAR	OT HRS	Vacation	Holiday	General pto
Boston		12584		"Afsheade Active	HOURLY		2/12/2019	6:00	16:00	8				
Boston		12584		"Afsheade Active	HOURLY		2/13/2019	6:00	17:00	8	3			
Boston		12584		"Afsheade Active	HOURLY		2/14/2019							-1
Boston		12584		"Afsheade Active	HOURLY		2/14/2019					2		
Boston		12584		"Afsheade Active	HOURLY		2/14/2019	6:00	16:00	8				

*Report – Daily >8Hrs*